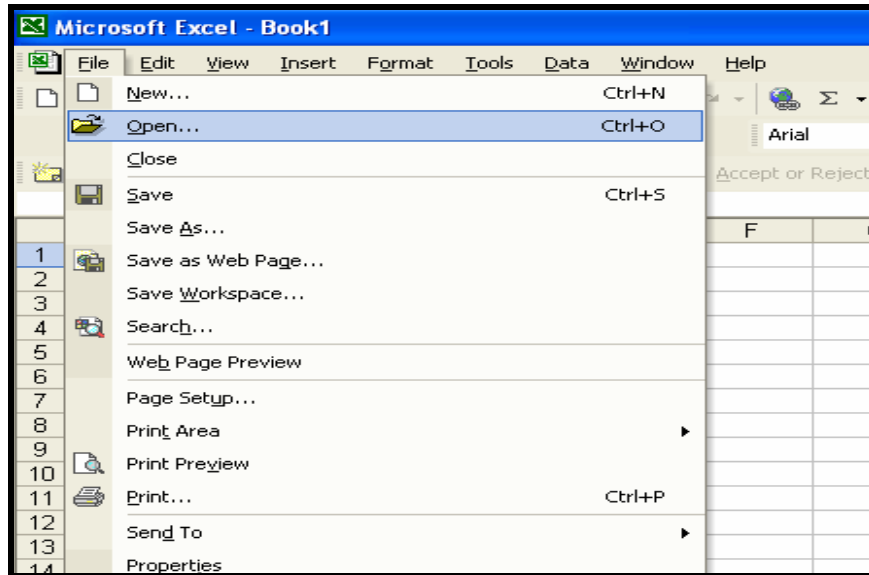
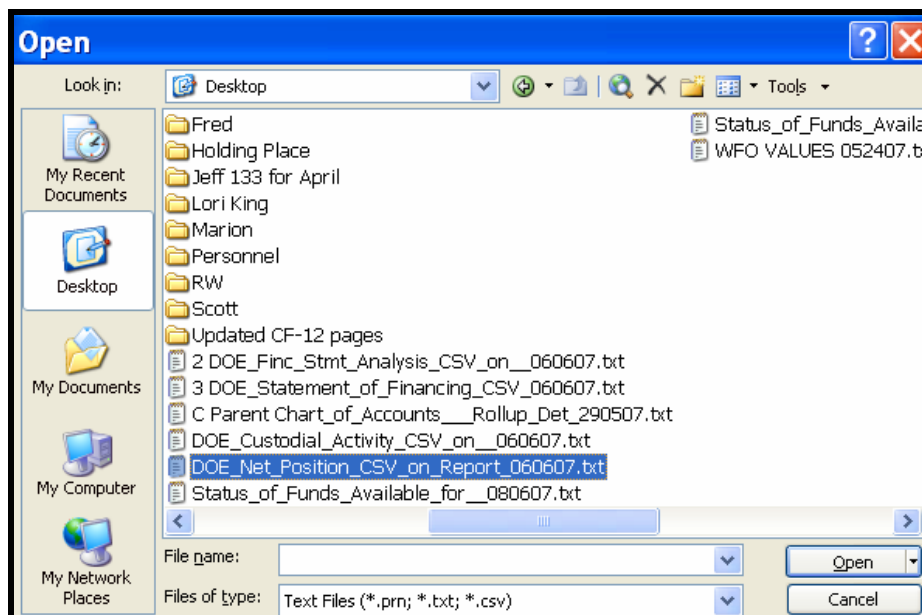


Creating a Pivot Table

1. Open Excel.
2. Select File, Open from the Menu.

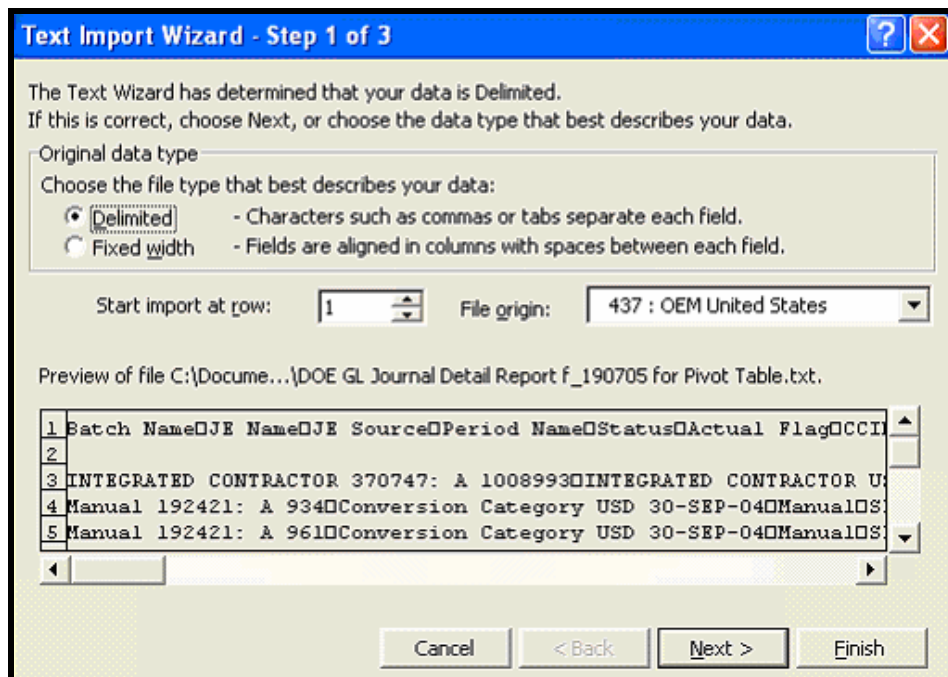


3. Ensure that you have the correct location in the "Look In:" box on the Open screen.



4. Change the "Files of Type" from All Microsoft Excel Files to "Text Files" to display your file.
5. Click Open. This starts the "Text Import Wizard – Steps 1 of 3".

Creating a Pivot Table



The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

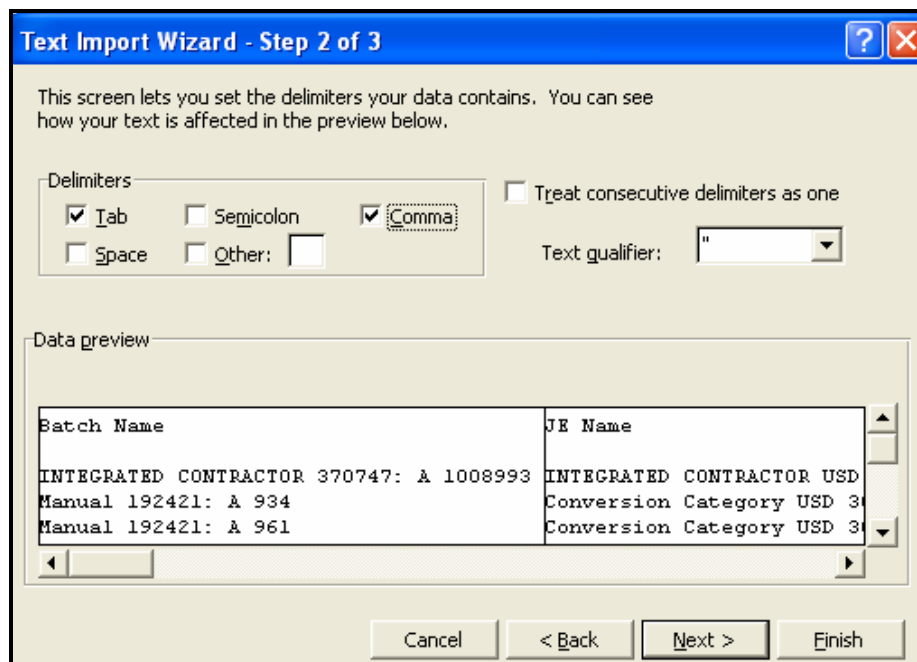
Preview of file C:\Docume...\DOE GL Journal Detail Report f_190705 for Pivot Table.txt.

1	Batch Name	JE Name	JE Source	Period Name	Status	Actual	Flag	CC
2								
3	INTEGRATED CONTRACTOR 370747: A 1008993	INTEGRATED CONTRACTOR U						
4	Manual 192421: A 934	Conversion Category USD 30-SEP-04	Manual					
5	Manual 192421: A 961	Conversion Category USD 30-SEP-04	Manual					

Cancel < Back Next > Finish

6. Ensure that the radio button Delimited is selected under the Choose the file type that best describe your data:

7. Click Next.



This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab ☐ Semicolon ☒ Comma
☐ Space ☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

Batch Name	JE Name
INTEGRATED CONTRACTOR 370747: A 1008993	INTEGRATED CONTRACTOR USD
Manual 192421: A 934	Conversion Category USD 30
Manual 192421: A 961	Conversion Category USD 30

Cancel < Back Next > Finish

8. Click in the box beside Comma in the Delimiters section. Note: you want a check beside both Tab and Comma.

9. Click Next.

Creating a Pivot Table

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Column data format:

- ☒ General
- ☐ Text
- ☐ Date: MDY
- ☐ Do not import column (skip)

[Advanced...](#)

Data preview

General	General	General	General	General
	CY Amount	PY Amount	Net Change	Pct Cha
ed Funds	-1347207859.9	3264474657.95	-4611682517.85	-141.27
er Funds	-179661187623.1	-143112264505.04	-36548923118.06	25.54

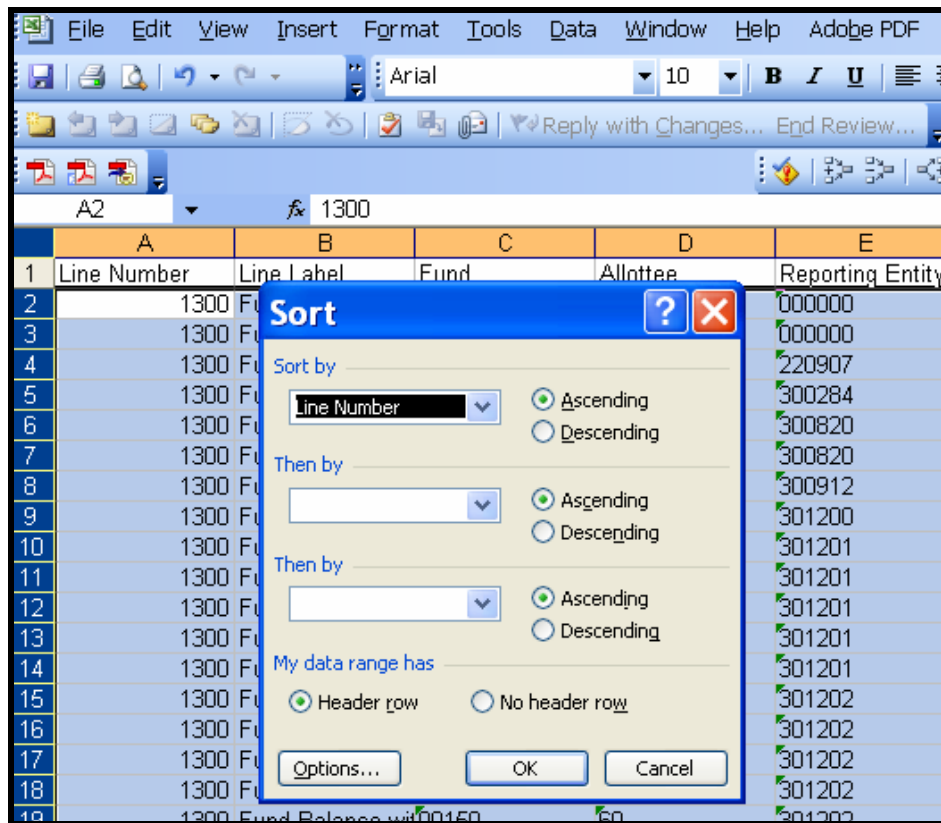
Cancel < Back Next > Finish

- At Step 3 of 3 hold down the Shift Key, scroll over and click in the last column before the amounts to highlight them and change the Column Data Format to Text.
- The amount columns (CY Amount, PY Amount, Net Change, etc.) should remain as "General" under the Column Data Format Section. This allows the formatting to be correct with the numbers.
- Click Finish. Your output should be like the screen print below before a select all has been done.
- Click in the Select All blank cell in the upper left corner above 1 to highlight the sheet.

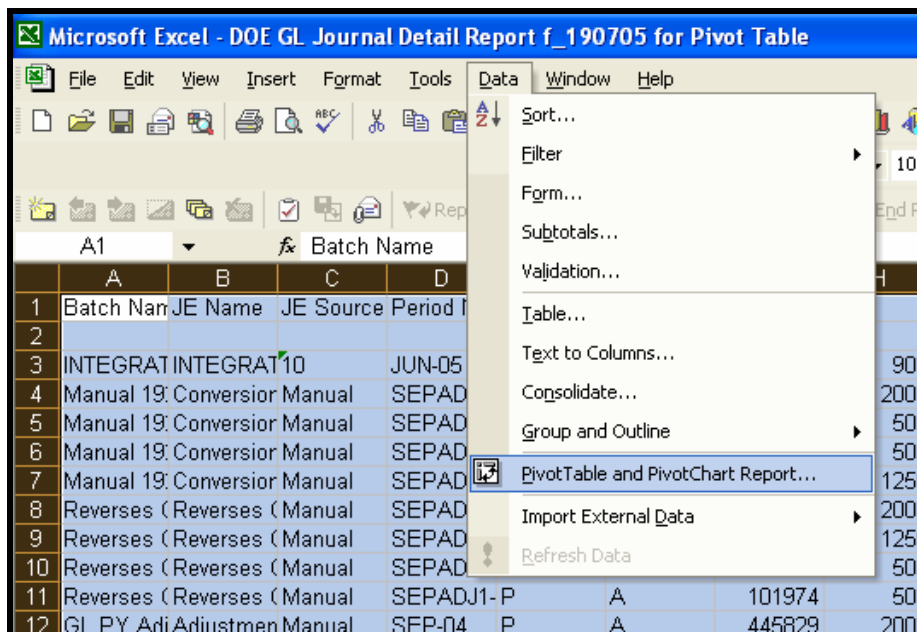
Batch Name										
	A	B	C	D	E	F	G	H	I	J
1	Batch Name	JE Name	JE Source	Period	Nar	Status	Actual Flag	CCID	Fund	Appropriat
2										
3	INTEGRAT	INTEGRAT	10	JUN-05	P	A	677769	900	2005	1
4	Manual 19: Conversion	Manual	SEP	ADJ1-P	P	A	445829	2000	2005	34
5	Manual 19: Conversion	Manual	SEP	ADJ1-P	P	A	672430	500	2005	61
6	Manual 19: Conversion	Manual	SEP	ADJ1-P	P	A	674569	500	2005	30
7	Manual 19: Conversion	Manual	SEP	ADJ1-P	P	A	690736	1250	2005	36
8	Reverses (Reverses (Manual	SEP	ADJ1-P	P	A	84496	2000	2004	34
9	Reverses (Reverses (Manual	SEP	ADJ1-P	P	A	91024	1250	2004	36
10	Reverses (Reverses (Manual	SEP	ADJ1-P	P	A	91624	500	2004	61
11	Reverses (Reverses (Manual	SEP	ADJ1-P	P	A	101974	500	2004	30
12	GL PY AdjAdjustmen	Manual	SEP-04	P	A	A	445829	2000	2005	34
13	Reverses / Reverses /	Manual	SEP	ADJ1-P	P	A	445829	2000	2005	34
14	Reverses / Reverses /	Manual	SEP	ADJ1-P	P	A	672430	500	2005	61
15	GL PY AdjAdjustmen	Manual	SEP-04	P	A	A	672430	500	2005	61
16	GL PY AdjAdjustmen	Manual	SEP-04	P	A	A	690736	1250	2005	36
17	Reverses / Reverses /	Manual	SEP	ADJ1-P	P	A	690736	1250	2005	36
18	Manual 19: Conversion	Manual	FEB-05	P	A	A	690736	1250	2005	36
19	GL PY AdjAdjustmen	Manual	SEP-04	P	A	A	694851	550	2005	31
20	Reverses / Reverses /	Manual	SEP	ADJ1-P	P	A	694851	550	2005	31
21	Manual 19: Conversion	Manual	FEB-05	P	A	A	694851	550	2005	31
22	Manual 19: Conversion	Manual	FEB-05	P	A	A	694851	550	2005	31
23	Manual 19: Conversion	Manual	FEB-05	P	A	A	694853	900	2005	31
24	Reverses / Reverses /	Manual	SEP	ADJ1-P	P	A	718842	550	2005	1
25	GL PY AdjAdjustmen	Manual	SEP-04	P	A	A	718842	550	2005	1
26	Reverses / Reverses /	Manual	SEP	ADJ1-P	P	A	718843	900	2005	1
27	GL PY AdjAdjustmen	Manual	SEP-04	P	A	A	718843	900	2005	1
28	XN WHM FXN WHM F	13	JUN-05	P	A	A	2598875	4350	2005	30

Creating a Pivot Table

14. Click on Data, Sort (make sure the header row button is checked) and OK. This gets rid of the blank rows. Note: if the numbers with the exponential (2.45E+.08) increase the width of the cell.



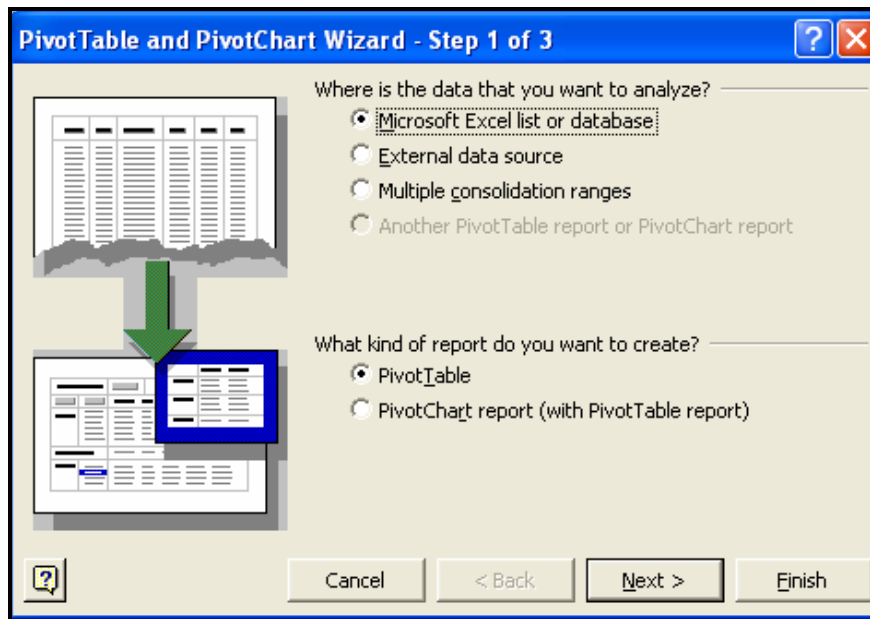
15. Click Data from the Menu.



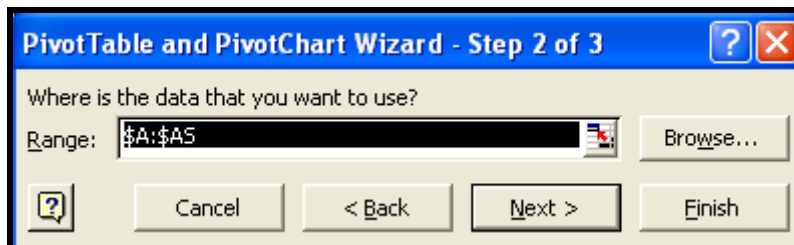
16. Select Pivot Table and Pivot Chart Report...

Creating a Pivot Table

17. This starts the Pivot Table and Pivot Chart Report Wizard – Step 1 of 3.



18. Ensure that the radio buttons are on Microsoft Excel List or Database and Pivot Table.



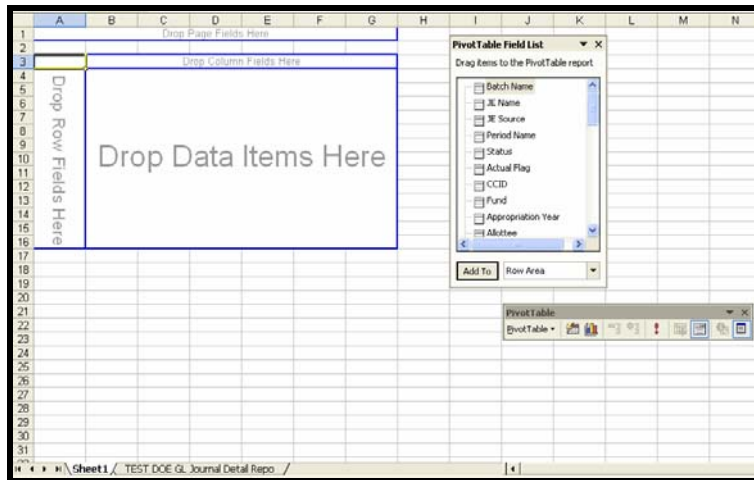
19. Click Next since the range is automatically populated because the sheet is highlighted.



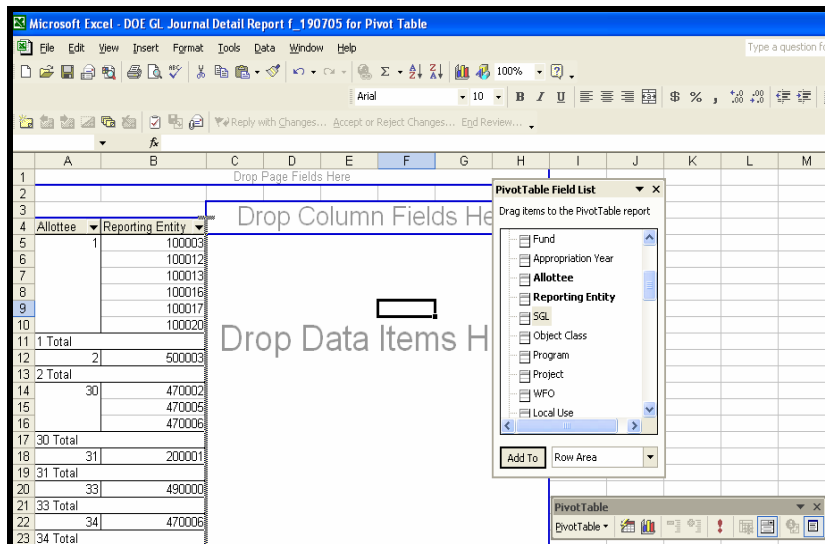
20. Ensure the radio button for “New Worksheet” is selected.

21. Click Finish to get the screen below. **Note:** The Pivot Table becomes Sheet 1.

Creating a Pivot Table

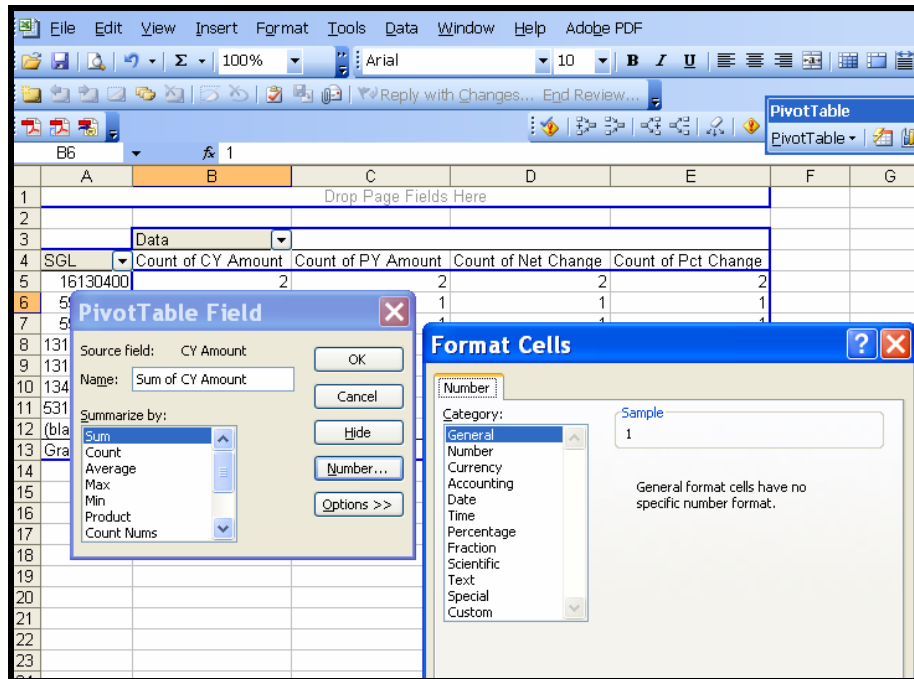


22. Drag the items from the Pivot Table Field List and drop it in the Drop Data Items Here cells. Make sure that there is a soft T shape (when the cursor is in the correct position) before you drop the item. Be sure to Save your file periodically.



23. Right mouse click on any Total cell.
24. Select Field Setting and change the Summarized by from Count to Sum. You can also format your numbers by selecting Number.

Creating a Pivot Table



25. To insert multiple totals drag the amounts (in order) and drop them in the Data Items area.

	A	B	C	D	E	F	G	H	I
1	Drop Page Fields Here								
2									
3	SGL	FUND	Row Id	Data	Total				
4	16130400	3600	1130	Count of CY Amount	1				
5				Count of PY Amount	1				
6				Count of Net Change	1				
7				Count of Pct Change	1				
8			1230	Count of CY Amount	1				
9				Count of PY Amount	1				
10				Count of Net Change	1				
11				Count of Pct Change	1				
12		3600	Count of CY Amount		2				
13		3600	Count of PY Amount		2				
14		3600	Count of Net Change		2				
15		3600	Count of Pct Change		2				
16	16130400	Count of CY Amount			2				
17	16130400	Count of PY Amount			2				
18	16130400	Count of Net Change			2				
19	16130400	Count of Pct Change			2				
20	59900000	3600	2130	Count of CY Amount	1				
21				Count of PY Amount	1				
22				Count of Net Change	1				
23				Count of Pct Change	1				

PivotTable Field List ▼ ×

Drag items to the PivotTable report

- FUND
- Row Id
- Line
- SGL
- CY Amount
- PY Amount
- Net Change
- Pct Change

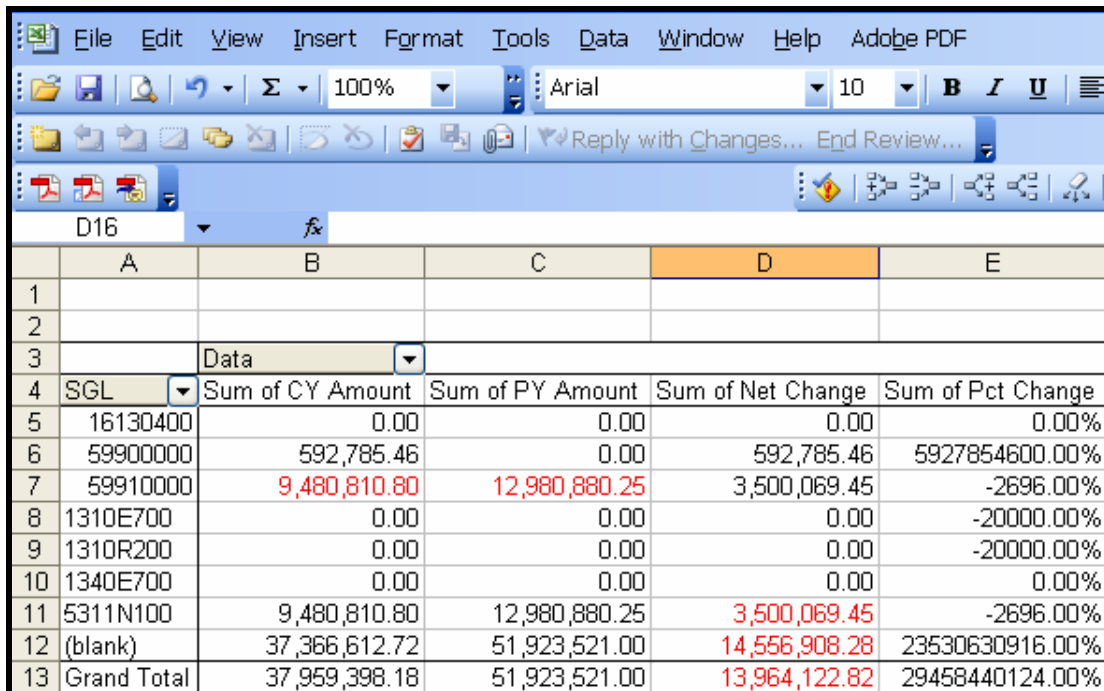
Add To Row Area ▼

26. Drag the “Data” field name and drop it on top of the “Total” field name to get your amounts side by side for easy comparison.

Creating a Pivot Table

	A	B	C	D	E	F	G
1							
2							
3				Data			
4	SGL	FUND	Row Id	Count of CY Amount	Count of PY Amount	Count of Net Change	Count of Pct Change
5	16130400	3600	1130	1	1	1	1
6			1230	1	1	1	1
7		3600 Total		2	2	2	2
8	16130400 Total			2	2	2	2
9	59900000	3600	2130	1	1	1	1
10		3600 Total		1	1	1	1
11	59900000 Total			1	1	1	1
12	59910000	3600	2170	1	1	1	1
13		3600 Total		1	1	1	1
14	59910000 Total			1	1	1	1
15	1310E700	3600	1150	1	1	1	1
16			1230	1	1	1	1
17		3600 Total		2	2	2	2

27. Perform steps 22 and 23 to get the proper number format.



	A	B	C	D	E
1					
2					
3		Data			
4	SGL	Sum of CY Amount	Sum of PY Amount	Sum of Net Change	Sum of Pct Change
5	16130400	0.00	0.00	0.00	0.00%
6	59900000	592,785.46	0.00	592,785.46	5927854600.00%
7	59910000	9,480,810.80	12,980,880.25	3,500,069.45	-2696.00%
8	1310E700	0.00	0.00	0.00	-20000.00%
9	1310R200	0.00	0.00	0.00	-20000.00%
10	1340E700	0.00	0.00	0.00	0.00%
11	5311N100	9,480,810.80	12,980,880.25	3,500,069.45	-2696.00%
12	(blank)	37,366,612.72	51,923,521.00	14,556,908.28	23530630916.00%
13	Grand Total	37,959,398.18	51,923,521.00	13,964,122.82	29458440124.00%

28. Click on Data from the Menu and select Refresh Data after you make changes.

29. Double click on Total to get the records used to make up that total. **Note:** it will make a new sheet.

30. To modify your pivot table click anywhere within the table to bring up the Pivot Table Field List.